



Programul Erasmus+ – KA220-VET - Parteneriate de cooperare în domeniul educației și formării profesionale

**INCLUDE - 2023-1-RO01-KA220-VET-000160043**



Erasmus+

## Brochure for Vulnerable People

# Want a job? You can get it!

**Set of tips how to get the job you want even if your skills are few**

**2025**

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## **INTRODUCTION**

This brochure was realized during the implementation of the Erasmus+ Programme, KA220-VET - Cooperation partnerships in vocational education and training project “INCLUDE” with ID number 2023-1-RO01-KA220-VET-000160043, together with all the partner organizations from four EU countries: Romania, Italy, Spain and Ireland.

The project main objectives were to help vulnerable people to get employed by:

- Raising employers' awareness of the existing problems of vulnerable people such as NEETS and Ukrainian refugees in terms of the employment process
- Developing the organizational capacity of VET providers to prepare vulnerable people such as NEETS and Ukrainian refugees for integration into the modern labor market
- Increasing the degree of adaptation of vulnerable categories of employees such as NEETS and refugees to the rapid changes of the labor market.



## Want a Job? You Can Get It!

### *Simple and Practical Advice for People Who Are Looking for Work*

This brochure is made for people who:

- do not have a job right now
- have few skills or little experience
- have been unemployed for a long time
- feel insecure, discouraged, or afraid to apply

You are **not alone**. Many people find work step by step.

You can do it too.

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### 1. Believe That You Can Work

You do not need to be perfect to get a job.

Many jobs do **not** need diplomas or special training.

Employers often look for people who:

- come on time
- do their tasks carefully
- listen and follow rules
- want to learn

☞ These are important qualities.

If you have them, **you are able to work**.



## 2. Think About What You Can Do

You already have useful abilities, even if you never worked officially.

You may have experience from:

- cleaning your home
- helping family members
- taking care of children or elderly people
- working in the garden or on the field
- helping neighbors

These show that you are:

- responsible
- patient
- hard-working

### What to Do:

Write down:

- things you do every day
- things people ask your help for

These can become **job skills**.





### 3. Look for Simple Jobs First

Your first job does not have to be your dream job.

It is okay to start with simple work, such as:

- cleaner
- helper in a kitchen or shop
- warehouse worker
- agriculture or construction helper
- caregiver assistant

These jobs help you:

- gain experience
- learn how work life functions
- show that you are reliable

☞ A first job is a **beginning**, not the end.





#### 4. Learn While You Work

You do not need to know everything before starting.

Many people learn:

- how to use tools
- how to work with others
- how to talk to clients

**while they are already working.**

**What Helps:**

- watch how others work
- ask simple questions
- try again if you make mistakes

Mistakes are normal. Learning takes time.





## 5. Prepare for the Interview

An interview can be short and simple.

You do not need difficult words.

Employers want to hear:

- “I want to work.”
- “I am serious.”
- “I am ready to learn.”

### Simple Tips:

- arrive on time
- wear clean clothes
- speak honestly
- look at the person when you talk

If you have no experience, say it clearly:

“I don’t have much experience, but I want to work and learn.”

This is enough.





## 6. Ask for Help

Asking for help is not a problem. It is smart.

You can ask:

- employment offices
- social workers
- NGOs or community centers
- friends, neighbors, relatives

### What to Do:

Tell people that you are looking for a job.

Many jobs are found through **other people**, not online.

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## 7. Do Not Give Up if You Are Refused

Sometimes you will hear “no”.

This happens to many people.

A refusal does **not** mean:

- you are bad
- you are useless
- you will never work

It only means: *this job was not for you.*

### After a Refusal:

- try again
- apply for another job
- ask someone to help you improve

Every try makes you stronger.



## 8. Take Small Steps

You do not need to change your life in one day.

Small steps are enough:

- one application
- one interview
- one day of work

Over time, this can lead to:

- more confidence
- better skills
- better jobs

☞ One step today is better than waiting for a perfect moment.

## Final Message

You are not your problems.

You are not your past.

You are a person who:

- can work
- can learn
- can move forward
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👉 **Want a job? You can get it – one step at a time.**



## Simple Interview Guide

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### 1. Preparing for the Interview

#### 1.1 What to Do One Day Before

The day before the interview is very important. Good preparation helps you feel calmer.

- ✓ Read your CV again
- ✓ Check where the company is (address)
- ✓ Check the interview date and time
- ✓ Prepare your clothes
- ✓ Prepare your documents (ID, CV, certificates – if asked)

❖ **Tip:** Sleep well. Being rested helps you think clearly.

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#### 1.2 How to Dress (Simple and Correct)

You do not need expensive clothes. You need **clean and neat clothes**.

- ✓ simple T-shirt or shirt
- ✓ clean trousers
- ✓ clean shoes
- ✗ no cap
- ✗ no tracksuit

☞ **Simple rule:** better too simple than careless.

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### 2. How to Behave at a Face-to-Face Interview

#### 2.1 When You Arrive

- ✓ arrive 10–15 minutes early
- ✓ greet politely
- ✓ say your name
- ✓ wait calmly

This shows respect and seriousness.



## 2.2 Body Language

- ✓ sit or stand straight
- ✓ look at the person who is speaking
- ✓ do not chew gum
- ✓ do not use your phone
- ✓ shake hands (if offered)

❖ **Important:** Smile gently. It helps a lot.

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## 3. Common Questions and Simple Answers

### 3.1 “Tell us something about yourself”

☞ **Short example answer:**

“I am a serious person. I have worked in \_\_\_\_\_. I respect working hours and I am looking for a stable job.”

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### 3.2 “What experience do you have?”

Say what you have done, even if it was not official work:

- ✓ occasional jobs
- ✓ helping family
- ✓ volunteering
- ✓ practice or training

**Example:**

“I worked as a warehouse helper. I prepared orders and kept the workplace clean.”

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### 3.3 “Why do you want this job?”

☞ **Simple answer:**

“Because I know this field and I can learn new things quickly.”

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### 3.4 “What are your strengths?”

Choose 2–3:

- ✓ punctuality
- ✓ seriousness
- ✓ following rules
- ✓ teamwork
- ✓ willingness to work

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### 3.5 “Do you have weaknesses?”

☞ Say something real and manageable:

- ✓ “At the beginning I need clear explanations.”
- ✓ “I learn better by practice.”

✗ Do not say: “I have no weaknesses.”

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## 4. Questions About Computer and Technology

If they ask:

“Can you use a computer?”

☞ Correct answer:

“Yes, at a basic level. I can write documents, send emails, and use simple applications.”

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## 5. Online Interview (Phone or Computer)

### 5.1 What to Check Before

- ✓ phone or laptop charged
- ✓ working internet
- ✓ application ready (Zoom, WhatsApp, Teams)
- ✓ quiet place
- ✓ good light



## 5.2 How to Sit During an Online Interview

- ✓ camera at face level
- ✓ speak clearly
- ✓ look at the screen
- ✓ do not move too much
- ✓ do not eat

❖ **Practice exercise:**

Simulate a 5-minute online interview.

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## 6. What to Do After the Interview

- ✓ thank politely
- ✓ wait for the answer
- ✓ check your email
- ✓ answer the phone calmly if they call

☞ If you do not receive an answer, it is **not a failure**. Apply again elsewhere.

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## 7. Common Mistakes (and How to Avoid Them)

- ✗ arriving late
- ✗ talking too much
- ✗ criticizing former employers
- ✗ saying “I know nothing”

- ✓ be honest
- ✓ speak simply
- ✓ show willingness to work

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## INTERVIEW WORKSHEETS

(*Questions + simple answers*)

 **Instruction for participants:**

Read the question. Choose or adapt the answer. Say it out loud.

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### WORKSHEET 1 – Basic Questions

**1. “Tell us something about yourself.”**

Simple answer (model):

“I am a serious person. I respect working hours and I am looking for a stable job. I have experience in \_\_\_\_\_.”

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**2. “What experience do you have?”**

Simple answer:

“I worked as \_\_\_\_\_. I did \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_.”

(Example: warehouse worker – order picking, arranging goods, cleaning)

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**3. “Why do you want this job?”**

Simple answer:

“Because I know this field and I am willing to learn.”

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**4. “What schedule can you work?”**

Simple answer:

“I can work the proposed schedule and I am flexible if needed.”

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**5. “When can you start?”**

Simple answer:

“I can start immediately / from \_\_\_\_\_.”

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## WORKSHEET 2 – Behaviour Questions

### 6. “What are your strengths?”

Choose 2–3:

- ✓ punctuality
- ✓ seriousness
- ✓ teamwork
- ✓ attention to detail

Model answer:

“I am punctual, serious, and I work well in a team.”

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### 7. “Do you have weaknesses?”

Safe answer:

“At the beginning I need clear explanations, but I learn fast.”

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### 8. “How do you react to rules?”

Simple answer:

“I respect rules and instructions.”

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## WORKSHEET 3 – Computer Questions

### 9. “Can you use a computer?”

Correct answer:

“Yes, at a basic level. I can write documents, send emails, and use simple applications.”

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### 10. “Have you used applications at work before?”

Simple answer:

“Yes, I followed instructions on screen and entered simple data.”

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## WORKSHEET 4 – At the End of the Interview

### 11. “Do you have questions for us?”

You can ask:

- ✓ “What is the exact schedule?”



- ✓ “Is there a training period?”
- ✓ “When will I receive an answer?”

❖ Do not say: “No questions,” if you can ask at least one.

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## FULL SIMULATION

**From Job Ad → CV → Email → Interview**

### STEP 1 – Job Ad (Example)

Company: SC Example SRL

Position: Warehouse Worker

Requirements:

- ✓ seriousness
- ✓ availability
- ✓ experience – advantage

Contact: [angajari@exemplu.ro](mailto:angajari@exemplu.ro)

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### STEP 2 – CV Check

- ✓ relevant experience
- ✓ correct contact details
- ✓ CV saved as PDF

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### STEP 3 – Sending the CV by Email

To: [angajari@exemplu.ro](mailto:angajari@exemplu.ro)

Subject: Application – Warehouse Worker

Message:

“Good day,  
I am sending my CV for the warehouse worker position.  
Thank you.  
Kind regards,  
Dan Surdu  
Phone: 07xx xxx xxx”

Ø Attached: CV\_Dan\_Surdu.pdf

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#### **STEP 4 – Interview Invitation (Simulation)**

“You are invited to an interview tomorrow at 10:00.”

☞ What you do:

- ✓ confirm attendance
- ✓ note time and address
- ✓ prepare yourself

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#### **STEP 5 – Interview (Role Play)**

- ✓ short answers
- ✓ polite language
- ✓ calm attitude
- ✓ feedback at the end

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#### **STEP 6 – After the Interview**

Candidate says:

“Thank you for your time. Have a nice day.”

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### **SELF-EVALUATION (1 Minute)**

- ✓ I answered calmly
- ✓ I spoke clearly
- ✓ I said what I can do
- ✓ I asked a question

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### **IMPORTANT MESSAGE**

- ☞ Interviews are learned by practice.
- ☞ You do not need to be perfect.
- ☞ You need to be honest and willing to work.



**You can do it. Step by step.**



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